



## **DELAWARE ESTUARY PROGRAM REQUEST FOR PROPOSALS FOR FY 2004 PUBLIC EDUCATION AND PARTICIPATION ESTUARINE IMPROVEMENT MINIGRANTS**

### **Introduction**

In FY 2004, the Delaware Estuary Program (DELEP) and the Partnership for the Delaware Estuary, Inc. (Partnership) are providing small grants to enable organizations to advance watershed restoration efforts within the Delaware Estuary Area of Concern. (See enclosed map.)

### **Background on the Minigrant Program**

DELEP was established to develop a Comprehensive Conservation and Management Plan (CCMP) as a part of the National Estuary Program. The CCMP was adopted in September 1996 by the Governors of Delaware, New Jersey, and Pennsylvania, and the administrators of the Environmental Protection Agency's (EPA) Regions II and III. It contains a number of actions designed to improve water quality and habitat for living resources throughout the Delaware Estuary, including Action E1, which encourages the continuation of the minigrant program. (Free copies of the Management Plan are available from the Partnership for the Delaware Estuary.)

Since its inception in 1991, the Estuary Program's minigrants have funded individual grants ranging from \$200 up to \$5,000 for projects that increase public awareness of the estuary or increase participation in efforts to address estuarine issues. During this period, some 106 grants have been awarded for a total of over \$325,000 (averaging about \$3,100 each).

According to the Management Plan, activities funded through the minigrant program should be designed to "multiply the number of people educated about the importance of the Estuary and unify the organizers and participants in efforts to enhance and protect the Estuary and its resources." Therefore, all projects must include an educational component.

## **Minigrant Objectives**

The purpose of the FY 2004 minigrant program is to provide funding support to groups that can advance the implementation of the actions recommended by the Management Plan. The projects or activities that are funded must implement one or several of the Management Plan Action Items (see attached “Delaware Estuary Program 77 Management Plan Action Items”). It should be noted that non-point sources of pollution such as stormwater, agriculture runoff and acid mine drainage are major causes of stream impairment in Pennsylvania. In FY 2004, preference will be given to habitat-oriented (restoration, enhancement, and/or protection) minigrant projects, such as streambank stabilization, native plantings, and habitat enhancement projects. (For examples of high priority projects you may obtain a copy of the “Delaware Estuary Program Summary of Minigrant Projects Funded from 1991-2000” from the Partnership for the Delaware Estuary.)

## **Who May Apply**

Any organization within the Delaware Estuary Watershed, proposing a project or activity that advances the minigrant objectives listed above, may apply for support. Projects must be implemented within the Delaware Estuary’s Area of Concern boundaries. (See the enclosed map.) Preference will also be given to nonprofit organizations, although IRS tax-exempt status is not required. Partnering with other organizations is also strongly encouraged.

## **Evaluation and Selection**

The evaluation of all proposals submitted for minigrants for the FY 2004 will be conducted by the Delaware Estuary Program’s Minigrant Selection Committee. This committee is comprised of the members of the Program’s Public Participation Implementation Team (PPIT), and will include a representative of each of the three states, an EPA representative, a Partnership for the Delaware Estuary representative, and representatives from local organizations active in water resources. The Selection Committee’s recommendations will be submitted to the Partnership for the Delaware Estuary’s Board of Directors’ Executive Committee for review and ratification.

Successful applicants will be required to provide appropriate evidence of liability insurance and must agree to indemnify and hold the grantors harmless from all claims against the proposed actions under their projects. Projects that have been awarded funding will receive a grant agreement to be signed and returned along with proof of insurance to the Partnership for the Delaware Estuary. Upon receipt of the signed contract and proof of insurance, the Partnership will issue a check for half of the grant. The second half of the grant is reimbursed and will be issued only upon receipt of a final report, which must include a detailed budget of expenditures totaling the full amount of the grant and at least a 10% match. All Projects must be completed by Friday, November 26, 2004.

## How to Apply

Organizations applying for minigrants should submit 10 copies of the cover sheet (included in this packet) and 10 copies of their proposal of no more than five-pages in length. Please do not use plastic report covers. Proposals must be printed double-sided and printed on recycled paper.

Proposals must include the following information:

(Please use this checklist when preparing your proposal.)

- \_\_\_\_\_ 1. A description of your organization and the nature of its work, as well as a brief summary of your organization's achievements, particularly as they relate to the problem or issue to be addressed.
- \_\_\_\_\_ 2. A statement of the problem or need you plan to address and a brief explanation of how it will be addressed.
- \_\_\_\_\_ 3. A description of the anticipated achievements and measurable results of your project or activity.
- \_\_\_\_\_ 4. A work plan with timeline and product completion information.
- \_\_\_\_\_ 5. A brief description of the project's educational merit and its ability to increase public awareness, understanding, and motivation.
- \_\_\_\_\_ 6. A public relations plan, which includes a list of print, TV, and radio contacts you will use to ensure that the public learns of your project, as well as a description of other plans for outreach via the internet, newsletters, etc.
- \_\_\_\_\_ 7. If applicable, please describe any plans for this project beyond the period of this grant.
- \_\_\_\_\_ 8. List all project partners.
- \_\_\_\_\_ 9. A detailed budget that clearly show your expenses and the required 10% match. (Please use the attached budget form as a guideline for submitting your budget.)

The required match of either in-kind services or cash must equal at least 10% of the amount requested from this minigrant program. Additional consideration will be given to proposals with greater than the minimum 10% match since this will increase the efforts made possible through the limited funding that we have available. In the event that we cannot fund your entire project, we may be able to provide partial funding. Therefore, it would be helpful for you to break down your budget into distinct deliverables.

## Grant Selection Timetable

Proposals will be evaluated and awarded according to the following timetable:

Proposals due	5:00 p.m. Friday, December 5, 2003
Short list review completed By PPIT Selection Committee	Friday, December 19, 2003
Review of PPIT Selection Committee Recommendations by Partnership's Board of Directors	Friday, December 26, 2003
Award notification	Friday, January 9, 2004
Mid-project review	Friday, June 25, 2004
Project completion and Final Report due	Friday, November 26, 2004

**Proposals for 2004 minigrants must be RECEIVED (NOT POSTMARKED) by 5:00 p.m. on Friday, December 5, 2003. No faxes will be accepted. Please call the Partnership for the Delaware Estuary, Inc., at 1-800- 445-4935 ext. 19 if you have any questions regarding this RFP.**

### **Proposals should be addressed or delivered to:**

FY 2004 Delaware Estuary Minigrant Program  
c/o Partnership for the Delaware Estuary, Inc.  
400 West 9<sup>th</sup> Street, Suite 100  
Wilmington, DE 19801